



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

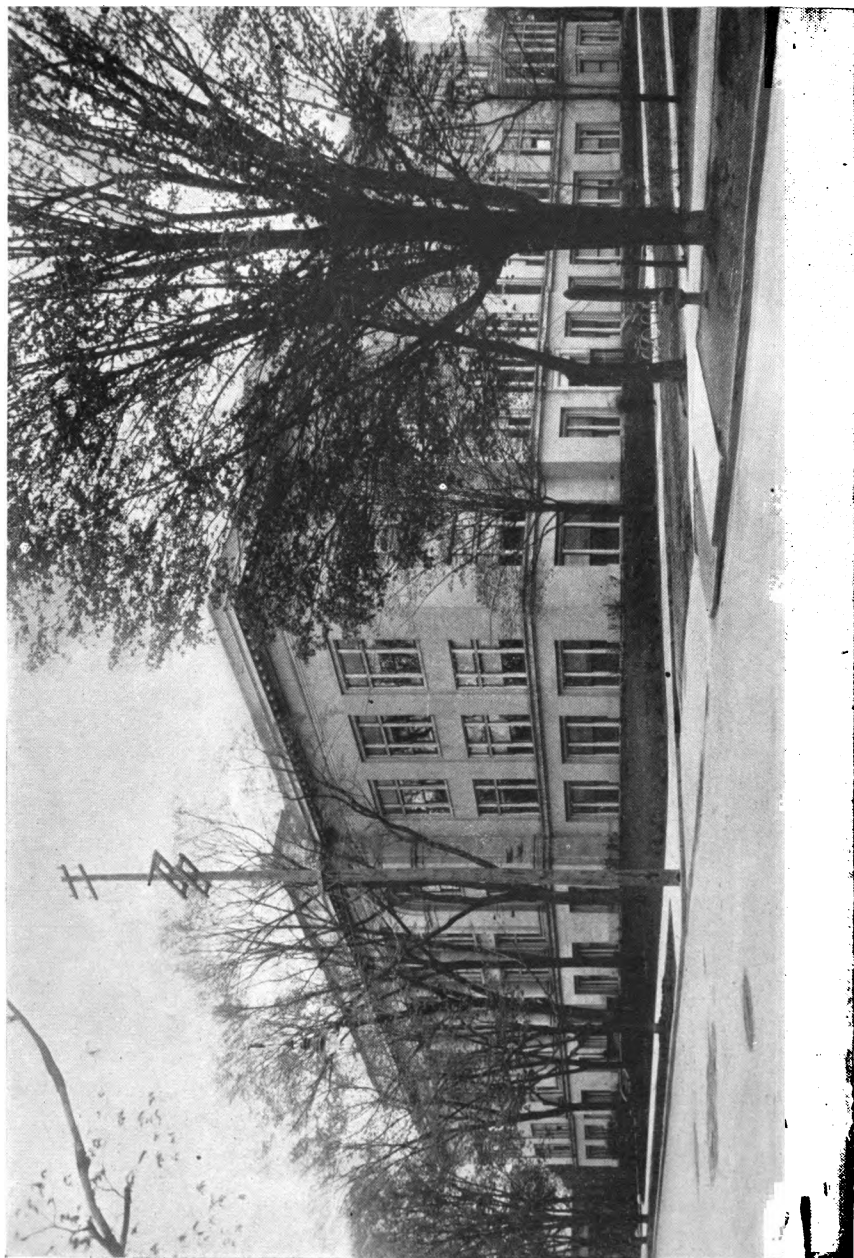
Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>



ANN ARBOR HIGH SCHOOL

Ann Arbor High School

FOR THE

Academic Year

1920-1921

ANN ARBOR, MICHIGAN
JULY, 1920

CONTENTS

| | PAGE |
|------------------------------------|-------|
| Calendar | 3 |
| Board of Education | 4 |
| Instructors | 5-6 |
| Introduction | 7 |
| Facilities and Equipment | 7 |
| Faculty | 7 |
| Reports to Parents | 8 |
| Session Hours | 8 |
| Walter S. Perry Scholarships | 8 |
| Attendance | 8 |
| Rules of the Board | 9 |
| Teachers' Rules | 10 |
| Reclassification | 10 |
| Absences | 10 |
| Excess Work | 11 |
| Removal of Conditions | 11 |
| Recommendation to College | 12 |
| Miscellaneous | 12 |
| Expenses | 13 |
| Admission and Classification | 13 |
| Proving of Credits | 14 |
| Requirements for Graduation | 15 |
| Unit of Credit | 15 |
| Requirements of Courses | 15 |
| Elective Studies | 16-17 |
| Various Requirements | 18-19 |
| Suggested Courses | 19-21 |
| Text Books | 22-23 |

CALENDAR FOR 1920-1921

1920

- July 6-August 20 Summer School.
- September 8-11 8 A. M.-12 M. Classification of new students.
- September 13 Classification of former students and first meeting of classes.
- November 25-26 Thanksgiving vacation.
- December 17 (Evening) Holiday vacation begins.

1921

- January 3 (Monday) School resumes.
- February 4 First semester ends.
- February 7 Second semester begins.
- April 8 (Evening) Spring vacation begins.
- April 18 (Monday) School resumes.
- June 24 Graduation Exercises.
- July 5 Summer School begins.
- September 12 School year, 1921-1922, begins.

BOARD OF EDUCATION

| NAME | TERM EXPIRES |
|--|-----------------|
| ARTHUR G. HALL, 1036 Oakland Ave..... | 1920 |
| MRS. LENA H. KRAUS, 722 Church St..... | 1920 |
| E. W. STAEBLER, 423 S. Main St..... | 1920 |
| CHARLES A. SINK, 719 Oakland Ave..... | 1921 |
| JOHN SCHLEE, 1038 Martin Place..... | 1921 |
| MRS. ZOE B. WEEKS, 1540 Broadway..... | 1921 |
| RAY K. HOLLAND, 802 W. Huron St..... | 1922 |
| HENRY E. RIGGS, 1319 Cambridge Road..... | 1922 |
| ERWIN E. SCHMID, 438 S. Fifth Ave..... | 1922 |

ORGANIZATION OF THE BOARD

| | |
|------------------------|--------------------------------|
| ARTHUR G. HALL..... | President |
| ERWIN E. SCHMID..... | Treasurer |
| GROVE J. RAY..... | Secretary and Business Manager |
| 844 E. University Ave. | |

MEETINGS

The regular meetings of the Board are held the second Wednesday evening of each month in the Board Room in the High School Building.

INSTRUCTORS

| | |
|---|--------------------------|
| LESLIE A. BUTLER, A.M., <i>Superintendent</i> | 1128 Olivia Ave. |
| L. L. FORSYTHE, A.B., <i>Principal</i> | 1314 Forest Ave. |
| HORATIO N. CHUTE, M.S., <i>Head of Science Department</i> | 221 N. Ingalls St. |
| LEVI D. WINES, C.E., <i>Head of Mathematics Department</i> | 1208 Hill St. |
| ALICE PORTER, Ph.B., <i>Latin</i> | 508 E. Ann St. |
| LOUIS P. JOCELYN, B.S., <i>Mathematics</i> | 545 S. Division St. |
| GERTRUDE T. BREED, A.B., <i>Latin</i> | 317 E. Ann St. |
| M. ELLA BENNETT, A.M., <i>Botany and Zoology</i> | 227 S. Thayer St. |
| SARA G. O'BRIEN, M.L., <i>History</i> | 120 N. State St. |
| CORA A. ROBISON, B.S., <i>English</i> | 216 S. Fifth St. |
| O. V. ADAMS, B.Pd., A.B., <i>Head of Commercial Department,</i> <i>Bookkeeping, Commercial Law, Salesmanship</i> | 714 E. University Ave. |
| LOUISE P. WEINMANN, A.M., <i>French and German</i> | 219 E. Washington St.... |
| FLORENCE M. RENNIE, A.M., <i>Third and Fourth Year Session</i> <i>Room</i> | 317 S. Division St. |
| LONA TINKHAM, A.B., <i>History</i> | Traver Road |
| ROBERT GRANVILLE, A.M., <i>Head of English Department</i> | 429 Thompson St. |
| LOUISE E. GEORGE, A.B., <i>English</i> | 347 S. Main St. |
| IDA M. SCHAIKLE, A.B., <i>First Year Session Room</i> | 414 Detroit St. |
| LUCY GLASIER, <i>Typewriting</i> | 1323 Wells St. |
| MABEL VAN KLEEK, A.M., <i>Second Year Session Room</i> | 211 S. Ingalls St. |
| ANNA B. STEELE, M.A., <i>French</i> | 441 Hamilton St. |
| EDNA PARRY, A.B., <i>English</i> | 721 Haven Ave. |
| LURENE R. OSBORN, A.M., <i>English</i> | 727 Oakland Ave. |
| LELA A. DUFF, A.B., <i>English</i> | 920 Oakland Ave. |
| MARCHIE STURGES, A.B., <i>Shorthand</i> | Cutting Apts. |
| WILLIAM K. BOWEN, A.M., <i>Assistant in Biology Laboratory</i> | 1317 Pontiac St. |
| ORPHA CULMER, A.M., <i>Mathematics</i> | 205 N. Thayer St. |

| | |
|---|---------------------|
| EDITH L. HOYLE, A.B., <i>History</i> | 118 N. Thayer St. |
| A. C. STITT, A.B., <i>Chemistry</i> | 509 N. Seventh St. |
| RAYMOND E. SPOKES, <i>Chemical Laboratory Assistant</i> | |
| | 904 E. Huron St. |
| GERTRUDE BROCK, A.M., <i>History</i> | 1227 Washtenaw Ave. |
| OLIVE McLOUTH, A.B., <i>Mathematics</i> | 900 Oakland Ave. |
| EILEEN LAMB, A.B., <i>Spanish and French</i> | |
| BRADFORD WINES, <i>Assistant in Physics Laboratory</i> | 1208 Hill St. |

SPECIAL TEACHERS

| | |
|---|--------------------|
| MATIE P. CORNWELL, <i>Drawing</i> | 720 Church St. |
| GEORGE O. BOWEN, <i>Music</i> | |
| J. B. HIGH, <i>Director of Manual Training</i> | 525 Walnut St. |
| MAUDE McMULLEN, <i>Domestic Arts</i> | 525 N. Main St. |
| LYNDA EBERBACH, <i>Domestic Science</i> | 402 S. Fourth Ave. |
| EARL G. KEIM, <i>Benchwork</i> | |
| L. W. OLDS, A.B., <i>Director of Physical Training</i> ... | 519 Forest Ave. |
| EILEEN DONOHUE, A.B., <i>Assistant in Physical Training</i> | |
| | 128 Cambridge Ct. |
| ESTHER BERNHARDT, <i>Assistant in Physical Training</i> | |
| DONALD LAWLER, <i>Assistant in Physical Training</i> | |

CENTRAL EIGHTH GRADE

| | |
|---|------------------|
| CLARA G. PLYMPTON, <i>Principal—Grammar</i> | 205 S. State St. |
| LUCINDA DOWNS, Ph.B., <i>English</i> | 205 S. State St. |
| FRANCES TICKNOR, A.B., <i>Arithmetic, Grammar</i> | R. F. D. No. 6 |
| MAUDE FORD SINK, A.B., <i>Physiology, History</i> | 1113 Willard |
| HELEN S. BROWN, A.M., <i>English, History</i> | 1012 Hill St. |
| MARY SKILLEN, <i>Arithmetic</i> | |

LIBRARY

| | |
|--|------------------------|
| NELLIE S. LOVING, <i>Librarian</i> | 614 E. University Ave. |
| HELEN A. SMITH, <i>Assistant Librarian</i> | 222 N. Thayer St. |
| BERTHA KROGH, <i>Assistant</i> | 414 E. Washington |
| AMY WATTS, <i>Assistant</i> | 1007 Forest Ave. |
| HELEN E. BOYCE, <i>Assistant</i> | 1007 Lincoln Ave. |
| MYRA D. MOON, <i>Assistant</i> | 710 Forest Ave. |
| META M. HENNE, <i>Assistant</i> | 414 W. Liberty St. |
| AGNES H. PURFIELD, <i>Assistant</i> | 637 Tappan Ave. |

ANN ARBOR HIGH SCHOOL

INTRODUCTION

The Ann Arbor High School was established in 1856. From the beginning it took high rank as a preparatory school. Of its four thousand graduates, approximately forty per cent. have been non-residents who were attracted here because of the superior opportunities for college preparatory work. Although the number of non-residents has considerably decreased, college preparation is still the aim of a majority of the students. In opportunities offered for college preparation the school still ranks among the best, but it has not failed to offer increasing opportunities to those who must go directly from the high school into the work of life.

FACILITIES AND EQUIPMENT

The facilities for giving the best type of instruction in every kind of work undertaken are unsurpassed. The sciences are taught in fully equipped classrooms and laboratories; the commercial courses are offered under the most favorable conditions; woodwork, printing, and the household arts have rooms that are ample and well fitted out; the other subjects are presented with all of the maps, charts, and other paraphernalia needed in making the work effective, while the finely equipped library, easily accessible and well managed, contributes materially to the good work of the school. In short, the Ann Arbor High School affords every facility for doing the highest type of work in all branches.

FACULTY

The teachers are trained and experienced experts in their several departments. A goodly proportion of them have

been in this high school many years, and their notable ability in teaching is responsible for the enviable reputation enjoyed by the Ann Arbor High School.

REPORTS TO PARENTS

A system of periodic reports to parents has been established. Three reports, each covering a five-week period, are issued to the student to be taken home for examination and signing by the parent. In addition, special reports on unsatisfactory work are made every week.

SESSION HOURS

The morning session of the High School begins at 8:05 a. m., consists of four recitation periods, and closes at 11:55 a. m. The afternoon session begins at 1:05 p. m., continues till 3:00, and consists of two recitation periods.

WALTER S. PERRY SCHOLARSHIPS

A fund has been raised by alumni and friends of the High School in honor of Walter S. Perry, who was for twenty-seven years Superintendent of the Ann Arbor schools. This fund is devoted to assisting graduates of the Ann Arbor High School to secure an education in Michigan University. There is no restriction as to residence of beneficiaries, and no interest is charged on loans until one year after the beneficiary has left the University.

The Principal of the High School will receive applications for loans from this fund and transmit them to the committee that has the matter in charge.

ATTENDANCE

Regularity and punctuality in attendance are essential to success in school. For this reason, only cases where the absence or tardiness is known to the session room teacher to have been reasonably unavoidable will be excused and

permission given to make up the work. However, an "excuse" from the parent is expected for every case of absence or tardiness, no matter what the cause. Students are not to leave the building at other than the regular times of dismissal without permission of the person in authority over them for the time affected. The rule relative to attendance, authorized by the Board of Education (No. 5 below), will be enforced.

RULES OF THE BOARD

Pertaining to the High School

4. Each teacher in the High School on full pay is required to be on duty not less than six hours for each school day, and to spend not less than one hour of this time in consultation.

5. If any pupil is tardy to, or is absent from, a recitation or study period, without satisfying his session teacher that such tardiness or absence was caused by the pupil's sickness or sickness in the family, or by other imperative necessity, the session teacher shall notify the parent or guardian of such irregularity, and on the second offense shall report the pupil to the Principal, who may at his discretion suspend the pupil, who shall then be readmitted to school only after reasonable assurance to the Principal that he will be regular and punctual in attendance thereafter.

12. Teachers in the High School must be in their respective rooms five minutes before the time for beginning a recitation; and at the close of the afternoon session must remain ten minutes to afford an opportunity for pupils to consult with them concerning school duties. Teachers must report their own tardiness to the Principal.

13. Teachers are not permitted to spend more than six hours per week in tutoring in term time; nor is any teacher permitted to tutor students who are members of his or her classes.

14. Other rules for the internal government and discipline of the school may be from time to time adopted and announced by the teachers therein, more effectually to carry out the rules and regulations prescribed by the Board.

TEACHERS' RULES

Pertaining to the High School

Reclassification

1. No pupil shall leave a class in which he has been enrolled without written permission.

Absences

2. Pupils who have been absent from classes must secure admission papers from their session teachers before presenting themselves in the classes from which they were absent. Should anyone go to a class without such paper he will be sent to the session room to stay the rest of the hour.

3. Pupils are not to be admitted to classes tardy without written permission.

4. Absence from any regular marked work entails a zero; but the work may be made up when (and only when) an excuse is presented signed by the session teacher. The work must be made up within two weeks, unless the time is extended by the teacher.

5. If a pupil is excused from review in any study, he must be examined on the entire term's work, such examination to count one-fourth in making out the term's standing.

6. The question of acceptance of credits in any part of a subject, after a pupil has taken a part of the subject in class, shall be left to the teacher of that subject.

7. If a student expects to receive credit for work done during the summer vacation, he should (a) file beforehand a written statement of the proposed work, and secure the approval of the teacher concerned and of the Principal; and (b) pass an examination to the teacher concerned at the first opportunity. Only one trial is allowed.

This rule applies to the taking of work which the student has not had in class, as well as to the removal of a mark of less than 7 received in class. The work must be done in summer school or with a tutor approved by the Principal. In the latter case the pupil must present the tutor's signed statement certifying that at least ten recitations were held and specifying the amount of work satisfactorily completed.

8. Students who wish to prove, by examination, credit secured in another school, must do so by December 1 or April 1 next following their entrance. Only one examination is allowed.

Excess Work

9. No one who fails to secure 8 or more in each study, and no one who has dropped any study for scholarship reasons, will be permitted to carry more than four regular studies during the next semester.

Exceptions will be made when necessary to render graduation possible.

Removal of Conditions

10. A condition received in June by a graduate may be removed on or before the first Wednesday following the opening of the High School and the first Wednesday following the opening of the University, either the same year or the year following, and at no other time; except that a condition received by a prospective June graduate, the middle of the last semester, on books 4 and 5 of plane or 8 and 9 of solid geometry may be removed on or before May 31 of the same semester. In any case only one trial is allowed.

11. If a student fails to remove a condition during the first semester in which it is possible, he is barred from further work in that subject until he has repeated the work of the whole semester in class.

12. Conditions may be removed by examination during the seventh and eighth hours of Tuesday, Wednesday, Thursday, and Friday of the second and third full school

weeks in March and of the last full school week in September together with the following week, and at no other time. Only one trial is allowed. The schedule of examinations will be posted on the bulletin board at the beginning of each semester.

13. "Incompletes" fall under these rules, unless removed before the time of examination for the removal of conditions.

Recommendation to College

14. A student will be recommended to college in any subject in which his final record shows no semester mark less than 8.5.

15. A student may be recommended to college, on a majority vote of the teachers and the approval of the instructor, in any subject in which his final record shows a semester mark of less than 8.5.

16. A student may be denied a recommendation on other than scholarship grounds, after he has been given a hearing on the facts involved.

17. A student may be recommended to college in a subject not taught in the High School, credit for which has been secured elsewhere, provided it will count toward admission into college.

Miscellaneous

18. No examinations shall be given except to regularly enrolled pupils in the High School.

19. When a pupil has been reported twice for misconduct, his parents or guardian shall be notified, and at the third offense the pupil may be suspended.

20. To be eligible to the Honor Roll of any year, a student must have three marks for each semester on his record card; and must have an average of 9.25 in all subjects pursued, with no mark below 9.0.

21. The words "With Honor" will be engrossed on the diploma of each student who has received no marks below 8.5 in the Ann Arbor High School, and the average of whose marks for each school year is at least 9.0.

22. To be eligible to the Junior Honor List a student must have an average grade of 9.0 for two and one-half years preceding the appointment; to be eligible to the Senior Honor List a student must have an average grade of 9.0 for three and one-half years.

EXPENSES

Fees Per Semester

| | |
|--|--------|
| For each laboratory course (Biology, Chemistry, Physics).... | \$1.00 |
| Stationery for Bookkeeping..... | 1.50 |
| Use of Typewriter..... | 1.00 |

Tuition for Non-Residents

| | |
|---------------------------------------|------|
| Each subject taken, per semester..... | 6.25 |
|---------------------------------------|------|

Tuition in Grades

| | |
|----------------------------------|-------|
| For any grade, per semester..... | 12.50 |
|----------------------------------|-------|

Half of semester, or less, one-half semester rates.

By order of the Board, all tuition moneys are due within ten days after classification. No reduction will be made for an absence of less than one-half semester, and then only in case of sickness.

ADMISSION AND CLASSIFICATION

Pupils who complete the work of the Grammar Department are passed in course to the High School. Candidates from any public or other reputable school, on presentation of diplomas duly certifying that the holders have passed the eighth grade examinations upon questions furnished by the State Superintendent, or their equivalent, are admitted to the first year of the High School without examination.

Applicants for admission are required to bring with them, from schools previously attended, certificates of scholarship with full descriptions of work done in each study.

Such certificates may stand in lieu of any examination except as specified below. But credit for work done in other schools cannot be entered as a matter of final record until the pupil's ability and studious habits have been satisfactorily demonstrated in this school.

Pupils who do not design to graduate may select studies from any of the courses, provided that the proper sequence is observed.

Applicants are received at any time subject to classification in existing classes. In order to avoid delay and trouble, applicants are urged to enter at the beginning of the fall semester, and should present their certificates before the opening week, on one of the days indicated in the Calendar.

The "Proving" of Credit

Every candidate for a diploma is required to "prove" credits brought from other schools. He must pass in the High School, either by class work or by examination, the portion mentioned below of such studies as are found in his elected course, viz.:

ENGLISH.—Either half of the fourth year work. This must be done in class.

LATIN.—Three orations of Cicero, with corresponding prose compositions.

GREEK.—Book One of the Anabasis.

GERMAN.—The work of the most advanced semester to be counted toward graduation, except that German 3 may replace German 4, if taken in class.

FRENCH.—Same as German.

HISTORY.—One semester of American History.

ALGEBRA.—Algebra 2; or Algebra 3, if presented for graduation.

GEOMETRY.—Books III and V of Sanders' Plane Geometry.

TRIGONOMETRY.—The entire subject.

PHYSICS.—Either properties of Matter, Mechanics, and Sound, or Light, Heat, Magnetism, and Electricity, with corresponding laboratory work in either case.

REQUIREMENTS FOR GRADUATION

In September, 1919, the Board of Education approved the following: Sixteen units of credit shall be required for graduation from the Ann Arbor High School, provided that for the class of 1920 the requirements shall be $15\frac{1}{4}$ units; for the class of 1921, $15\frac{1}{2}$ units; for the class of 1922, $15\frac{3}{4}$ units.

UNIT OF CREDIT

A unit of credit is earned by completing a course with four or five recitation periods a week in one branch of study for one year, amounting in the aggregate to not less than one hundred twenty sixty-minute hours in the clear. Two hours of laboratory, drawing, or shop work are counted as equivalent to one of recitation.

REQUIREMENTS IN THE VARIOUS COURSES

The High School offers college preparatory courses, a commercial course, and a music course. For graduation from any of these courses a part of the work is required and a part elective, varying with the course selected.

COLLEGE PREPARATORY COURSES.—Required subjects: English, 4 units (except that English 5 and 6 or English 7 and 8 may be omitted when four years of foreign language work are taken); algebra, 1 unit; geometry, 1 unit; history, 2 units; a foreign language, 2 units; and either chemistry, 1 unit, or physics, 1 unit. Those expecting to enter the engineering department must include in their courses: algebra, $1\frac{1}{2}$ units; algebra review, $\frac{1}{2}$ unit; geometry, $1\frac{1}{2}$ units; trigonometry, $\frac{1}{2}$ unit; and physics, 1 unit. Elective subjects: In addition to the required subjects, enough additional subjects must be chosen to make the total number of units necessary for graduation. The college preparatory

courses are designated by various names and their several peculiar requirements are treated below under the heading, "Suggested Courses of Study."

COMMERCIAL COURSE.—Required: English, 4 units; mathematics, 2 units; history, 2 units; science, 1 unit; business English, $\frac{1}{2}$ unit; typewriting, $\frac{1}{2}$ unit, bookkeeping, 1 unit; and either an additional unit of bookkeeping, or shorthand, $1\frac{1}{2}$ units. Elective subjects must be taken to make the total amount of credit required for graduation.

To those pursuing the commercial courses **CERTIFICATES OF PROFICIENCY** will be given, if desired, when $7\frac{1}{2}$ units of credit have been earned from the following: English, 2 units; history, 2 units; bookkeeping, 2 units; mathematics, 2 units; shorthand, $1\frac{1}{2}$ units; typewriting, $\frac{1}{2}$ unit; business English, $\frac{1}{2}$ unit; commercial geography, $\frac{1}{2}$ unit; commercial law, $\frac{1}{2}$ unit; economics, $\frac{1}{2}$ unit; salesmanship, $\frac{1}{2}$ unit. The $7\frac{1}{2}$ units must include English 2 units, business English $\frac{1}{2}$ unit, and arithmetic 1 unit.

MUSIC COURSE.—Required: English, 4 units; history, 2 units; foreign language, 2 units; science, 1 unit; musical theory, 1 unit; musical appreciation, 1 unit; applied music, 2 units. Electives must be chosen to make the total necessary for graduation. See music course under "Suggested Courses of Study."

Physical training is required of all students in the first and second years unless they are excused for good reasons.

ELECTIVE STUDIES

Those studies which are not required for the completion of any elected course of study are to be regarded as elective studies for that course. However, in the college preparatory courses not more than three units of commercial, manual training, music, and household arts work may be elected. Moreover, in the commercial course it is expected that the student will make liberal elections from the elective commercial studies, while the students in the music course are

urged to take more than the four units of music required. Music is accepted for credit in other courses than the music course under the following limitations: As a basis for recommendation to college, a graduate may present one unit in music, provided his average in other subjects is 8.0 or more; two units if his average in other subjects is 8.5; three units if his average in other subjects is 9.0.

Not to exceed one unit of the total number required for graduation may be offered from the following list, not more than one-half unit to be secured in any school year:

| | |
|---|-----------------------------|
| Glee Club, orchestra, or band, each..... | $\frac{1}{4}$ unit per year |
| Interschool debating, oratorical, or declamation contests, in each branch..... | $\frac{1}{4}$ unit per year |
| Satisfactory and continuous membership on an athletic team, in each branch..... | $\frac{1}{4}$ unit per year |
| Regular work in physical education in excess of the two years required..... | $\frac{1}{4}$ unit per year |
| Editing of the OPTIMIST or the OMEGA..... | $\frac{1}{4}$ unit per year |
| Managing of the OPTIMIST or the OMEGA..... | $\frac{1}{4}$ unit per year |

Credit for any special work named above shall be given only as a result of satisfying the teacher in charge, who is expected to exact an amount of work in correspondence with the credit given. In no case shall duplicate credit be given.

Special attention is directed to the following courses which may often be taken in addition to the four usual subjects without seriously overburdening the student:

| | |
|---|---------------------------------|
| Musical Theory (two prepared recitations a week)..... | $\frac{1}{4}$ unit per semester |
| Musical Appreciation (two prepared recitations a week)..... | $\frac{1}{4}$ unit per semester |
| Free-Hand Drawing (five times a week; no preparation)..... | $\frac{1}{4}$ unit per semester |
| Sewing (five times a week; no preparation)..... | $\frac{1}{4}$ unit per semester |
| Typewriting (five times a week; no preparation)..... | $\frac{1}{4}$ unit per semester |

VARIOUS REQUIREMENTS

MATHEMATICS.—In general, students are not expected to begin algebra until the second year. In the Engineering preparatory course, however, it is a regular subject in the first year.

HISTORY.—Two years of history are required, history and civics in the first year, and American history in the third or fourth years. Ancient history may be taken in the second year; modern history in any year after the first, preferably before American history. Except for students of classical interests modern history is recommended in preference to ancient history.

The first third of the ninth grade course will be devoted to world history of the last half century, centering in the World War. Attention will be given to current history and geography. The rest of the year will be devoted to community civics.

SCIENCE.—General science is for first year students; biology for first and second year students; chemistry should precede physics, if both are taken, and the latter should be taken in the senior year. Chemistry is not to be taken before the junior year. A year of algebra is a prerequisite for chemistry; at least a semester of geometry is necessary before taking up the study of physics.

COMMERCIAL SUBJECTS.—Shorthand should not be taken until the third year except by irregular students who do not expect to graduate.

Typewriting should be taken with shorthand, if shorthand is elected.

Commercial law and economics are third or fourth year studies; commercial geography is for first or second year students; business English for second year students.

Bookkeeping students who are poor penmen may be required to take a special course in penmanship.

ENGLISH.—A course in English grammar and composition is required of all who, in their regular work, show need of such a special course.

SUGGESTED COURSES

On the following pages will be found suggested courses of study. These are in many respects merely suggestive. The provisions set forth above under the caption, "Requirements of the Various Courses," must be complied with. There are four college preparatory courses offered; each has its additional special requirements as follows:

LATIN-GREEK OR LATIN-MODERN LANGUAGE.—Four or two years of Latin, and two of either Greek or a modern language.

LATIN OR MODERN LANGUAGE.—Four years of Latin or four years of a single modern language or two years of two modern languages.

English.—Two or three years of foreign language study. One language must be pursued for at least two years.

The requirements for the commercial, engineering preparatory, and music courses have already been stated. There are numerous variations possible in the selection of electives.

SUGGESTED COURSES OF STUDY

Literary Courses

| | LATIN-GREEK (LG) OR LATIN-MODERN LANGUAGE (L M L) | LATIN (L) OR MODERN LANGUAGE (M L) | ENGLISH (E) |
|-------------|--|---|---|
| FIRST YEAR | English History and Civics Latin Gymnasium Biology, Cooking, Sew- ing* or F. H. Draw- ing* | English History and Civics Foreign Language Gymnasium Biology, Cooking, Sew- ing* or F. H. Draw- ing* | English History and Civics Gymnasium Biology Benchwork, Sewing* or F. H. Drawing* |
| SECOND YEAR | English Latin Algebra Gymnasium Ancient History | English Foreign Language Algebra Gymnasium Biology or Ancient History | English Algebra Gymnasium Cooking or Mechanical Drawing Ancient History or Modern History |
| THIRD YEAR | American History Latin Geometry Greek or Modern Language | English Foreign Language Geometry Modern History or Chemistry | English Geometry Foreign Language Modern History or Chemistry |
| FOURTH YEAR | English Latin Greek or Modern Language Physics or Chemistry | American History Foreign Language Physics or Chemistry Geometry 3 and Algebra 3 | English Foreign Language Physics or Chemistry American History |

* Subjects followed by a star do not require preparation outside of the class hour; they therefore receive only $\frac{1}{4}$ unit of credit for each semester. Other subjects receive $\frac{1}{2}$ unit.

SUGGESTED COURSES OF STUDY

| | ENGINEERING PREPARATORY (E P) | COMMERCIAL (C) | MUSIC (M) |
|-------------|---|--|--|
| FIRST YEAR | English History and Civics Algebra Gymnasium General Science | English History and Civics Bookkeeping Gymnasium General Science, Biology, Cooking, Sewing*, Benchwork | English History and Civics Gymnasium Elementary Theory ($\frac{1}{2}$ unit) Chorus and Glee Club or Orchestra ($\frac{1}{4}$ unit) Applied Music |
| SECOND YEAR | English Algebra-Geometry Gymnasium Benchwork Mechanical Drawing or History | English Mathematics Gymnasium Bookkeeping Business English- Typewriting* | English Harmony ($\frac{1}{2}$ unit) Applied Music Gymnasium Music Appreciation ($\frac{1}{2}$ unit) Ancient and Medieval History Chorus and Glee Club or Orchestra ($\frac{1}{4}$ unit) |
| THIRD YEAR | English Geometry American History Foreign Language | English Mathematics Economics, Salesman- ship Shorthand | English Harmony, Adv. ($\frac{1}{2}$ unit) Music Appreciation ($\frac{1}{2}$ unit) Applied Music Foreign Language Chorus, Glee Club or Orchestra ($\frac{1}{4}$ unit) |
| FOURTH YEAR | English Algebra-Rev. Trig. Physics Foreign Language | English Shorthand and Com- mercial Law American History Physics or Chemistry | English Applied Music American History Foreign language Chorus, Glee Club or Orchestra ($\frac{1}{4}$ unit) |

* Subjects followed by a star do not require preparation outside of the class hour; they therefore receive only $\frac{1}{4}$ unit of credit for each semester. Other subjects receive $\frac{1}{2}$ unit.

TEXT BOOKS

HIGH SCHOOL

- Algebra—Lyman & Darnell, Elementary Algebra, American Book Co.
Arithmetic—Smith's Arithmetic of Business, Lyons & Carnahan.
Bookkeeping—Goodyear-Marshall, A. B. Series of Units; Budget
128, Manufacturing St.
Botany—Transeau, World Book Co.
Business English—Hotchkiss & Drew, American Book Co.
Business Law—Huffcut, Ginn.
Chemistry—Brownlee & Others, Allyn & Bacon.
Commercial Geography—Smith's Industry and Commerce, Holt.
Civil Government—Ashley's New Civics, Macmillan.
Economics—Ely & Wicker, Macmillan.
English—Hitchcock, New Practice Book, Holt; Matthews, Introduction to American Literature, A. B. Co.; Twelve Centuries of English Prose and Poetry, S. F. Co.; Bates, English Literature,
French—Cerf & Giese's Beginning French, Holt; Mecras & Roth, Longmans.
Petites Contes de France; Bierman & Frank, Conversational French Reader, Allyn; Koren, French Composition, Holt; Comfort, Prose Composition, Heath.
General Science—Snyder, Everyday Science, Allyn.
Geometry—Sanders, Geometry, A. B. Co.
Grammar-Composition—Ward, Sentence and Theme, S. F. Co. Exercise Book to accompany above.
History Ninth Grade—McKinley, A School History of the Great War, A. B. Co.; Hughes, Community Civics, Allyn & Bacon; Muzzy, American History, Ginn; Cheney, English History, Ginn; Hazen, Modern European History, Holt; Robinson & Breasted, Ancient and Medieval History of Europe, Ginn.

Latin 1—Smith, Elementary Latin, Allyn.

3—Kelsey, Cæsar's Commentaries, Allyn.

5—Kelsey, Cicero, Allyn.

7—Frieze, Virgil, A. B. Co.

Physics—Carhart & Chute, Physics with Applications, Chute's Laboratory Manual, Allyn & Bacon.

Shorthand—Gregg, Manual, Gregg Pub. Co.

Spanish—DeVitis, Beginning Book, Allyn.

Typewriting—Ross, H. M. Rowe Co.

Zoology—Hegner's Practical Zoology, Macmillan.

